



AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT NUMBER: 10-077

The U.S. Embassy in New Delhi is seeking an individual for the position of Cultural Affairs Specialist (English Access Program) in the Public Affairs Section (PA).

Applicants must apply on Form HR-01 (Application Form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below.)

Only applicants who are selected for an interview will be contacted.

OPEN TO: All Interested Candidates
POSITION: Cultural Affairs Specialist, FSN-6005-10,
DLN-710020

OPENING DATE: July 12, 2010

CLOSING DATE: July 26, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: **EFM/NOR:** Grade: FP-5*
(Steps 5 through 14)
Ordinarily Resident: Grade: FSN-10*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTION OF POSITION

- Under the direction of the Regional English Language Officer (RELO), the Public Affairs (PA) English Access Microscholarship Program Coordinator oversees and guides the Access projects in India to promote and improve the teaching of English for non-elite youth
- Ensures that proposals for new programs meet Bureau of Educational and Cultural Affairs (ECA) standards
- Helps select and train teachers, and ensure smooth and timely execution of program grants
- Conducts some RELO outreach programming and assists with RELO office management.

QUALIFICATIONS REQUIRED

1. University degree in teaching English as a Foreign Language (TEFL), Applied Linguistics, English, or a closely related field.
2. Minimum three years of progressively (experience in English language teaching and teacher development or other closely related field. Familiarity with specific content areas of TEFL such as English for Specific Purposes, content-based instruction, curriculum development, testing and assessment, and materials adaption.
3. Level IV (Fluency) in English.
4. Knowledge of the TEFL field, including state-of-the-art techniques and communicative methodology. Must have broad knowledge of education in India at all levels, especially language education in both the public and private sectors, along with general knowledge about U.S. society and culture, and the American education system.
5. Ability to organize and coordinate professional development programs, establish and maintain professional contacts, and deal effectively with a variety of administrative tasks. Must have initiative, flexibility, and excellent interpersonal skills. Must be able to travel throughout India for programming and consultations.
6. Able to use personal computer databases and software packages such as MS-Word, EXCEL, Power Point, e-mail, and CD-ROM applications.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 (Rev 05/04), available on website
http://newdelhi.usembassy.gov/job_opportunities.html
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

U. S. Embassy
Human Resources Office
Shantipath, Chanakyapuri
New Delhi 110 021
or
FAX: 2419-8056
Or
E-mail: NewDelhiVacancies@State.gov

Please insert "VA# 10-077" (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **July 26, 2010**.

AN EQUAL OPPORTUNITY EMPLOYER